

~~CONFIDENTIAL~~

15 June 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 90-400-1

SUBJECT: Preparation of Cables for DCI or DDCI Signature

The following memorandum is quoted for the information and guidance of all concerned:

9 June 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT: Preparation of Cables for DCI or DDCI Release

1. When cables are prepared requiring the signature of the DCI or DDCI, it is requested that such cables be accompanied by:

- a. A brief memo (preferably on Form 10.101 - "Blue Slip") giving background information, unless clearly unnecessary.
- b. A 3x5 slip, stapled to the cable, giving true names or other pseudo breakouts.

2. Slip, as requested by 1-b, will be destroyed in this office after it has served its purpose.

/s/

Executive Assistant
to the Director

25X1A

25X1A

George E. Maloon
Deputy Assistant Director
for Personnel

OK per 37-57

DOCUMENT NO. _____
NO CHANGE IN CLASS ☐
☐ DECLASSIFIED
CLASS. CHANGED TO: TS C 2011
NEXT REVIEW DATE: _____
AUTH: HR 10-2
DATE 1 JUN 1991 REVIEWER: 029725

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OPM 35-54